



**Shelby County
Tennessee**

A C WHARTON, JR., MAYOR

REQUEST FOR QUOTATION

BID DESCRIPTION: SHELBY COUNTY JAIL ANNEX KITCHEN
FREIGHT ELEVATORS

COMMODITY: 295-70 PASSENGER ELEVATORS AND PARTS
(Code No. and Description)

BID NUMBER: SEALED BID I001109A

DUE DATE: NO LATER THAN 2:30 P.M. TUESDAY 5/23/06
(TIME) (DAY) (DATE)

☐ ORIGINAL SPECIFICATIONS ☒ (REVISED) SPECIFICATIONS

160 NORTH MAIN STREET, MEMPHIS, TENNESSEE 38103

SEALED BID #: I001109A
DUE DATE: 5/23/06
BUYER: SHRADER

SHELBY COUNTY PURCHASING DEPARTMENT
ROOM 550, 160 NORTH MAIN STREET
MEMPHIS, TENNESSEE 38103
PHONE (901) 545-4360

SECTION I
NOTICE TO BIDDERS

Shelby County
Tennessee

A C WHARTON, JR., MAYOR

March 23, 2006

Gentlemen:

Attached is our request for quotation, **Sealed Bid Number I001109A** for, **"SHELBY COUNTY JAIL ANNEX KITCHEN FREIGHT ELEVATORS"**

A PRE-BID CONFERENCE WILL BE HELD ON APRIL 10, 2006, AT 10:30 A.M., AT THE SHELBY COUNTY JUSTICE CENTER, 201 POPLAR, 9TH FLOOR CONFERENCE ROOM, MEMPHIS, TN 38103.

PROPOSAL FORMS MUST BE OBTAINED FROM THE OFFICE OF THE COUNTY ENGINEER, 160 N. MAIN, ROOM 350, MEMPHIS, TN 38103, UPON RECEIPT OF A \$75.00 NON-REFUNDABLE DEPOSIT.

NOTE: VENDOR(S) WHO SUBMIT BIDS ARE REQUIRED TO PURCHASE DRAWINGS AND SPECIFICATIONS FROM PROJECT ARCHITECT/ENGINEER. VENDORS WHO SUBMIT BIDS AND DO NOT PURCHASE DRAWINGS AND SPECIFICATIONS BID(S) SHALL BE REJECTED AS BEING IN NON-COMPLIANCE WITH SPECIFICATIONS.

You will note that your bid is due no later than **2:30 P.M. TUESDAY, 5/23/06**, in the office of the Administrator of Purchasing, 160 North Main Street, Suite 550, Memphis, TN 38103.

All bids will be opened and publicly read by the Shelby County Government at the time mentioned above in the Purchasing Department, Suite 550, 160 North Main Street, Memphis, TN 38103.

A consideration in determining the best low bid will be the bidder's local presence or ownership within Shelby County.

As a condition precedent to bidding, bidders shall have received a current "Equal Opportunity Compliance Eligibility Number" which must be shown on the outside of each bid submission.

To receive an E.O.C. Eligibility Number, specific information must be received by the Shelby County Office of E.O.C at least 48 hours prior to the bid opening. To verify your E.O.C. Number or receive information for obtaining a number, contact the Office of E.O.C., (901) 545-4336.

THE LABEL, WHICH IS ATTACHED TO THE SPECIFICATIONS SHALL BE COMPLETELY FILLED OUT AND ATTACHED TO THE BID SUBMISSION ENVELOPE. YOU MUST DISPLAY YOUR CURRENT E.O.C. ELIGIBILITY NUMBER ON THE OUTSIDE OF YOUR ENVELOPE. UNLESS THE LABEL IS COMPLETELY FILLED OUT AND YOUR CURRENT CERTIFICATION NUMBER OR ELIGIBILITY NUMBER IS NOTED THEREON, YOUR BID WILL BE RETURNED TO YOU UNOPENED. SHOULD YOUR LABEL BE LOST OR MISPLACED, PLEASE NOTE THE APPROPRIATE INFORMATION IN THE LOWER LEFT-HAND CORNER OF YOUR ENVELOPE.

The Shelby County Government reserves the right to alter, amend, or modify any provisions of the Bid, or to withdraw this Bid, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the Shelby County Government to do so.

If there are any questions on the above bid, please contact **Phyllis Shrader** in the Purchasing Department at (901) 545-4352.

Sincerely,

Signed Original on File

Clifton Davis,
Administrator of Purchasing

ATTACHMENTS:
SECTION I NOTICE TO BIDDER(S)

NOTICE TO BIDDERS

1. Time and Place of Opening of Bids:

Sealed proposals for the improvements described herein will be received at THE OFFICE OF THE SHELBY COUNTY ADMINISTRATOR OF PURCHASING, ROOM 550, SHELBY COUNTY ADMINISTRATION BUILDING, 160 NORTH MAIN, MEMPHIS, TENNESSEE 38103, until May 23, 2006 @ 2:30 p.m.

2. Description of Work:

(a) The proposed work is officially known as: **SHELBY COUNTY JAIL ANNEX KITCHEN FREIGHT ELEVATORS**

(b) The proposed improvement is to consist of: **REPLACEMENT OF TWO PASSENGER ELEVATORS WITH FREIGHT ELEVATORS**

3. Pre-Bid Meeting:

All interested bidders are encouraged to attend a pre-bid meeting to be held: **APRIL 10, 2006 @ 10:30 A.M. AT THE SHELBY COUNTY JUSTICE CENTER, 201 POPLAR, 9TH FLOOR CONFERENCE ROOM, MEMPHIS, TN 38103.**

4. Instruction to Bidders:

(a) Proposal forms may be obtained from: **THE OFFICE OF THE COUNTY ENGINEER, 160 NORTH MAIN, ROOM 350, MEMPHIS, TENNESSEE 38103, UPON RECEIPT OF A \$75.00 NON-REFUNDABLE DEPOSIT.**

(b) All proposals must be accompanied by a bank cashier's check or bank draft, letter of credit issued by any national bank or certificate of deposit therein, duly assigned, or certified check or approved bid bond for not less than (5) per cent of the amount of the bid. All proposal guarantees shall be made out to the COUNTY OF SHELBY.

(c) All bidders must be licensed by the Tennessee State Board of Licensing General Contractors. Evidence of this license must appear on the title page of the Proposal in the space provided, and also on the exterior of the sealed envelope. The envelope enclosing each bid must show the Contractor's name, license number, expiration date thereof, and license classification of the contractor(s) bidding for the prime contract and for the electrical, plumbing, heating, ventilation and air conditioning subcontracts in accordance with TCA 62-6-119. Lacking all of this information, the bid shall be rejected and returned to the bidder unopened.

(d) As a condition precedent to bidding, bidders shall have received a current "Equal Opportunity Compliance Eligibility Number" which must be attached to each bid submission. To receive an E.O.C. Eligibility Number, specific information must be received by the E.O.C. Department at least 48 hours prior to the bid opening. To verify your E.O.C. Number or receive information for obtaining a number, contact the E.O.C. Department, 545-4336.

(e) In an effort to increase Locally Owned Small Business (LOSB) participation on County projects, it has been determined that a LOSB participation goal of at least **THIRTY (30) PERCENT** of the value of the contract has been set on this construction project. The goal should be achieved by the selected bidder using County-certified LOSB firms as subcontractors on the project. A locally-owned small business (LOSB) is defined as a sole proprietorship, corporation, partnership, or joint venture located within Shelby County, and at least 51% owned, operated and managed by a Shelby County resident and having a gross annual sales of \$3,000,000 or less.

(f) Bidders are encouraged to contact County-certified LOSB firms from the listing enclosed in the bid documents. Bidders may also provide the names of firms they believe would qualify as LOSB firms, by notifying the E.O.C. Department and filing the required forms at least five (5) working days prior to the bid opening. Bidders choosing to utilize non-certified subcontractors may submit their bid with the understanding that they must provide certification

documents to the E.O.C. Department within 5 days after the bid opening in order to be considered for contract award.

- (g) Bidders must list their LOSB subcontractors, work to be performed by those contractors and the amount of the subcontract on the bid form. In the event that the apparent low bidder cannot show evidence of gaining the project LOSB goal after utilizing all available resources, then such apparent low bidder may be allowed to use other available subcontractors. Any bid that does not show an attempt to use certified LOSB firms will be considered non-responsive, unless the bidder certifies that (1) he will perform all work without subcontractors, or (2) bidder has determined that there are no firms meeting the definition of LOSB capable of, or willing to, enter into a subcontract of the type(s) required for this work.

5. Rejection of Bids:

The COUNTY OF SHELBY reserves the right to reject any and all proposals and to waive technicalities in any proposal.

BY ORDER OF:

Clifton Davis

PURCHASING ADMINISTRATOR
SHELBY COUNTY GOVERNMENT

_____, 2005